

FAX

MAIL

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FRONT OFFICE

DATE RECEIVED _____ CHARGE _____ CHECK _____ MO \$ _____

↑ REQUESTER, PLEASE DO NOT WRITE ABOVE THIS LINE ↑

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION - CENTRAL PLAINS REGION - LEE'S SUMMIT

CIVIL OR CRIMINAL BY FAX/MAIL/COURIER

The National Archives and Records Administration in Lee's Summit, MO, accepts requests for photocopies of civil or criminal case files. You may request copies of the entire contents of the case file, a package of commonly requested documents (from criminal case files only), or documents that you select from either civil or criminal case files. Payment must accompany your request.

Step 1: FOR EACH CASE, obtain the following information from the Court where the case was filed and closed. PLEASE USE ONLY ONE FORM PER CASE. This form may be photocopied.

ACCESSION NUMBER: _____ LOCATION NUMBER: _____

BOX NUMBER: _____ CASE NUMBER: _____

CASE NAME: _____

CITY AND STATE WHERE COURT IS LOCATED: _____

Step 2: The following options are available:

☐ **ENTIRE CASE - COST: \$35 (Uncertified).** All documents of the case file will be copied. You will be notified and given further options if your request exceeds 70 pages.

☐ **CRIMINAL PACKAGE** - containing commonly requested documents in CRIMINAL (not Civil) case files. COST: \$10 (Uncertified) This option includes copies of the following documents only:

- ▶ The Judgment and Sentence or Probation/Commitment Order
- ▶ Charging Documents (the Indictment, Rule 20, or Information Document)

If you choose the PACKAGE, you will receive copies of these documents, and a list of any which are not in the case. All questions concerning the contents of a particular file should be directed to the appropriate Court.

NOTE: This option is NOT available for Civil cases. The PACKAGE option is for CRIMINAL cases only.

☐ **CIVIL SPECIFIC DOCUMENTS - COST: \$35 (Uncertified)** A copy of the DOCKET SHEET obtained from the Court which indicates the case-file name, number, and the date and title of the specific documents to be copied must be included with this request form. Circle the documents that are to be copied. All questions concerning file contents should be directed to the appropriate District Court. You will be notified and given further options if your request exceeds 70 pages.

☐ **DOCKET SHEET - COST: \$10** If the docket sheet is stored at our facility, obtain the STEP 1 information for the DOCKET SHEET from the Court. We will fax or mail the docket sheet to you, so you can mark the documents you need and send it with your request for SPECIFIC DOCUMENTS (see above).

☐ **CERTIFICATION - COST: \$6.00, in addition to copy fee.** This service provides you with an attached form stating that all reproductions are a true and correct copy of documents in our custody. It does **NOT** mean that photocopies are sent by certified mail. The pages are bound together and therefore cannot be returned to you via a fax machine.

☐ **FEDERAL EXPRESS delivery - COST: \$7.50, in addition to copy fee.**

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CASE NUMBER: _____

Step 3: **PRINT** your name and telephone number.

NAME: _____

DAYTIME PHONE NUMBER (required) (_____) _____ very important!

CHOOSE ONE: (mail OR fax)☐ **MAIL** DOCUMENTS TO:

NAME / BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

☐ **FAX** DOCUMENTS TO: FAX NUMBER (_____) _____

Name of Business _____ ATTENTION: _____

To pay by credit card, please complete the following:

TYPE OF CREDIT CARD: _____ VISA _____ MASTERCARD _____ NOVUS _____ AMERICAN EXPRESS

ACCOUNT NUMBER _____ EXP. DATE _____

CARDHOLDER'S AUTHORIZED SIGNATURE: _____ (REQUIRED)

Step 4: SUBMIT REQUEST by **FAXING** this form to **816-268-8159** or **MAILING** it to:

National Archives and Records Administration
Central Plains Region
200 Space Center Drive
Lee's Summit MO 64064

General Information: The Central Plains Region-Lee's Summit facility will service requests delivered by the U.S. Postal Service, common courier, or FAX, for photocopies of Bankruptcy case files. **WE DO NOT ACCEPT REQUESTS BY TELEPHONE.**

Orders sent via FAX must be paid by credit card and must include cardholder's signature. Orders sent via mail or common courier may be paid by check, money order, or credit card (including cardholder's signature). Checks and money orders should be made payable to NATIONAL ARCHIVES TRUST FUND.

We do not send confirmation that your request was received. However, we normally process requests within three workdays of receipt. Telephone calls inquiring about the status of your request interrupt those working on your request and will only delay the process.

YOUR REQUEST WILL BE RETURNED UNSERVICEABLE IF:

- ☐ The information supplied in Step 1 is incorrect or incomplete.
- ☐ The name on the case file does not match the name on the case number requested.
- ☐ Your credit card is not approved, or your check/money order is not made out for the correct cost.
- ☐ A copy of the DOCKET SHEET for Option C-1 is not included, or if requested items are not clearly marked.

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